

Millennium Challenge Corporation

STATEMENT OF WORK

DEPUTY RESIDENT COUNTRY DIRECTOR- SENEGAL

I. Introduction

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in people. MCC is an innovative, partnership-based approach to development assistance involving substantial resources and a high degree of consultation with a sharp focus on achieving measurable results with U.S. taxpayer resources. For more information on the MCC, please visit www.mcc.gov - Opportunities/Consultants.

II. Scope of Work

MCC seeks to obtain the services of an individual who shall perform the duties of a Deputy Resident Country Director, based in Dakar, Senegal. The individual selected will be hired full-time through Washington headquarters. MCC, by design, has a lean presence on the ground but a high degree of responsibility for large programs that are implemented by partner countries. As a result, members of MCC's small Mission staff will need to be highly-skilled, flexible, and able to create structure from the ground up, have very sound and skilled independent judgment, and be tolerant of pressure and change.

III. Period of Performance

MCC's Compact with the Government of Senegal is limited to five years. The person selected for this position will be contracted for one year with the option to renew for four additional years. The period of performance for this Contract shall from date of hire to September 2014.

IV. Tasks/Responsibilities/Requirements Include:

The Deputy Resident Country Director (DRCD) will play a critical role in the Compact's success as he/she assists the Resident Country Director (RCD) to provide ongoing guidance, advice, technical feedback, and support to MCA-Senegal on implementation, and to report regularly to MCC Washington. The DRCD will track large scale infrastructure and services contracts signed between private entities and MCA-Senegal. The DRCD will also track, analyze and development budget and procurement processes. The DRCD will create systems, processes, and reports that facilitate ongoing monitoring and assessment of Senegal's Compact implementation progress. At the direction of the RCD, the DRCD will assist with much of the day-to-day management of the MCC Resident Mission in Dakar, including supervising local staff and arranging MCC staff and other official U.S. government missions. The DRCD will coordinate technical inputs and supervision of large scale infrastructure projects. The DRCD will contribute to donor coordination and maintain information on other donor activities, donor and academic studies, and private sector experiences and approaches to the technical aspects of key sectors and activities reflected in the Senegal Compact. The DRCD also will identify and report to the RCD concerns or problems, present solutions, and track milestones and progress. This includes appropriate action such as program modifications based on Monitoring and Evaluation and impact evaluations. As part of the MCC Resident Mission, the DRCD will be knowledgeable about how the Compact fits within Senegal's national development strategies and other donor programs, and be able to provide advice to the Government of Senegal, the MCC and others. The DRCD will be expected to serve as the Acting RCD in the Director's absence subject to any applicable restrictions; frequently chairing high level meetings of senior U.S. government officials, senior foreign government officials, MCA program directors, Ambassadors, and Congressional Delegations (CODELs). The DRCD shall not supervise MCC Direct Hire staff, nor MCA-Senegal staff.

V. Services Provided

The Millennium Challenge Corporation’s (MCC’s) Deputy Resident Country Director (DRCD) will provide direct substantive and managerial support to the Resident Country Director (RCD). The compact country (Senegal) has the primary responsibility for implementing the MCA program effectively. MCC’s overseas staff plays an essential role in meeting MCC’s fiduciary responsibility for U.S. taxpayer resources, its responsibility for monitoring and evaluating Compact implementation, and to deliver development results effectively. The DRCD will help the RCD to provide ongoing guidance, advice, technical feedback, and support to the MCA compact country on implementation, and to report regularly to MCC Washington.

The DRCD will help to create effective relationships with relevant government officials in Senegal, with MCC Washington staff, other donors and the public and other stakeholders in the Compact country, as well as with other US agencies. The DRCD will work with staff at post to ensure delivery of administrative services to be provided through an International Cooperative Administrative Support Services (ICASS) agreement. The DRCD will help to prepare analytical, background, and public diplomacy materials, and assist with meetings and events, including outreach.

The incumbent be supervised by the RCD and will report to the RCD and MCC Washington Operations Department. The incumbent will also function as the Acting RCD in the Director’s absence, subject to any applicable restrictions. The incumbent’s pay grade and compensation level are based on the following: proven leadership and management skills; professional experience and past performance; job knowledge, skills and abilities; assigned level, salary history, scope and extent of responsibility; and education and training.

The roles and responsibilities of the DRCD include, but are not limited to, the following:

- Develop and make use of information sources, contacts, and analytical material to assist the RCD in regular monitoring and reporting to MCC Washington on Compact implementation by the MCA partner country.
- Develop, analyze and track project, program and resident mission budgets.
- Provide technical oversight of large infrastructure activities.
- Provide oversight on administration and management of large scale contracts.
- Coordinate technical inputs, comments and advise.
- Assist in strategic program and project planning and management.
- Understand the details of the MCA partner country’s Compact program activities, implementation processes and benchmarks, key documents and dates.
- Assist the RCD to coordinate with MCA-Senegal and MCC Washington to achieve the timely delivery of such reports, plans, approvals, and agreements as may be required for program implementation.
- Carry out such activities as may be required, in concert with the RCD and MCC Washington staff, to ensure proper implementation of MCC’s approvals and other internal control procedures, as well as to advance audit and impact evaluation efforts.
- Provide day-to-day management of Locally Engaged Staff (LES), and of the MCC office in-country, in close coordination on administrative matters with relevant staff at post and/or MCC Washington, and as directed by the RCD.
- Assist the RCD, as needed, to recruit MCC LES staff stationed in-country, in accordance with approved MCC internal guidelines and procedures.
- Assist the RCD to manage, supervise, and report on MCC’s in-country presence, including procurement, staffing, budgeting, financial and asset management needs, and to coordinate in-country visits by MCC staff and technical advisors.

- Assist the RCD in providing oversight, feedback, and guidance to country officials with respect to the implementation of the Compact program.
- Develop and maintain information on other donor activities, donor and academic studies, and private sector experiences and approaches to the technical aspects of the Compact's key sectors and activities.
- Assist coordination between MCA-Senegal, the GoS, MCC Resident Mission, and MCC Washington on technical implementation issues, bringing to bear incumbent's own experience and expertise as appropriate.
- Anticipate and troubleshoot potential problems (including substantive or administrative issues) and track milestones and concrete progress on Compact implementation and suggest appropriate action such as program modifications, and engage on Monitoring and Evaluation and impact evaluations.
- Prepare and clear, as requested by the RCD, briefing papers, speeches, talking points, and reports on Compact implementation and issues related to MCC activities and approaches.
- Assist the RCD to respond to inquiries from the GoS, MCC Washington, Congress, other USG agencies, and MCC stakeholders in-country;
- Assist with organizing public outreach and representational events in-country relating to MCC activities and Compact implementation, including helping to represent MCC in interactions with CODELs, other donors, representatives of the local business community and civil society, and other interested parties in the country.
- Support the RCD's efforts to keep the Chief of Mission (COM) informed regarding MCC activities and developments in-country.
- Carry out such other roles and responsibilities and special projects related to MCC activities as may be delegated or requested by the RCD and MCC Washington.
- Formally act as the RCD when so delegated in case of the RCD's absence and/or incapacity.
- Attend and participate, as delegated, in the Ambassador's Country Team meetings, as well as classified security, CODEL and other briefings for senior USG officials.
- Represent the MCC in donor and other sensitive meetings where country strategy may be discussed, and USG policies represented, as delegated or as Acting RCD
- Review and make use of relevant classified information in the course of assessing and reporting upon Compact implementation, country performance, and results and impacts of Compact activities on poverty and growth.
- Assist with donor and civil society coordination and collaboration.
- Perform site visits and report on Compact implementation progress.

VI. Deliverable- Performance

All services provided under this agreement shall be done in accordance with overall organizational and mission goals set forth by the organization's Senior Staff. Individual contractor performance standards and objectives should be established and documented through a performance plan with his/her supervisor.

The DRCD will participate in MCC's performance planning process with their assigned supervisor and therefore will be considered for merit increases (including any MCC-wide "structural increase" / COLA adjustment) based on their performance rating as outlined in the MCC Performance Planning guidelines.

The review process takes place on an annual basis from their anniversary date of their contract. Individual awards are provided based on their supervisor's recommendation and then subject to availability of funds and the corporation's formula for allocating overall performance funds allotted by MCC's Department of Administration and Finance.

VII. Reporting Time/ Payment for Services

The DRCD will fill out a timecard in .pdf format and email it to their MCC supervisor. The supervisor is responsible for digitally signing the .pdf timecard and then emailing the signed timecard to the National Business Center (NBC) for payment processing. Finally, NBC processes the payment to PSC via the National Finance Center.

Inquiries regarding the status of invoices may be directed to NBC Accounting. The email address is:
[MCC Accounting NBCDenver@nbc.gov](mailto:MCC_Accounting_NBCDenver@nbc.gov).

VIII. Confidentiality

The DRCD will be expected to adhere to the ethics requirements as US direct hire employees.

IX. Performance Location

The Contractor shall perform services in MCC designated office facilities located in Dakar, Senegal. In addition, work will also be performed at local MCA Headquarters and in the field at Compact project sites within Senegal.

MCC will provide the necessary equipment to perform the duties as mentioned in this contract such as: a computer, local cell phone, use of the MCC vehicle for official purposes only.

X. Evaluation Factors

Candidates will be evaluated in accordance with the following factors:

1. Past experience successfully managing international development projects and personnel.
2. Knowledge and Technical ability of management and evaluation of international economic development and/or investment program/projects.
3. U.S. Citizenship
4. Ability to speak and write in both French/English.
5. Proposed hourly billing rates.

XI. Proposal Submission Guidelines

Interested applicants should submit by email to benjaminka@mcc.gov the following package: a resume (5-page limit) and a brief cover letter: 1) describing experience in managing development projects and personnel; 2) containing three professional references; and 3) proposing consultancy rates on an hourly basis to include salary history during the past 3 years. Please include "SENEGAL DRCD" in the subject line of your email and indicate the publication wherein you saw the advertisement. The deadline for responding to this announcement is June 11, 2009.

MANDATORY REQUIREMENTS

- Success in completing a local security and suitability Investigation and pre-employment medical clearance
- United States Citizenship
- Level III (good working knowledge) in spoken and written French and English
- If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

GENERAL REQUIREMENTS FOR THIS POSITION

- At least seven years of successful hands-on construction, business and/or international development experience in Africa.
- Demonstrated high level of initiative, creativity, problem-solving and flexibility
- Significant experience in negotiating, implementing and managing complex activities in a team environment.
- The ability to prepare and comprehend financial, budgetary, economic, and/or technical analyses and evaluations.
- The ability to track, plan and manage large scale infrastructure contracts.
- Proven ability to work in a team and manage in a cross cultural setting.
- Excellent written and oral communication skills in English and French.

SPECIALIZED REQUIREMENTS FOR THIS POSITION

- The DRCD should have significant transaction experience and a management background, including experience in the private sector, a development organization such as the World Bank, an international NGO, an international commercial bank, the U.S. Foreign Service, the U.S. Foreign and Commercial Service or similar international development entity in Africa.
- 5 years experience with the management of large, complex and interlinked projects and programs.
- Experience in project coordination and facilitation.
- Experience in value engineering and re-scoping highly desirable.
- Highly organized and rigorous individual.
- The DRCD should have significant experience in the detailed and strategic planning, budgeting, management, implementation and reporting on large scale infrastructure projects.
- Knowledge of the principles, concepts, and methodology involved in the development, implementation, management, and evaluation of international development and/or investment program/projects.
- Management experience in a team setting; experience in researching and preparing effective communications and reports assessing and describing program/project progress.
- Past experience living and working overseas in a developing region at a senior level.
- Background in conducting program oversight and management to include experience in the analysis and interpretation of data, and in the preparation of analytical reports regarding implementation and impacts of investments and/or assistance is highly desired.

EDUCATION

An advanced degree in engineering, economics, international development or a related discipline is required.